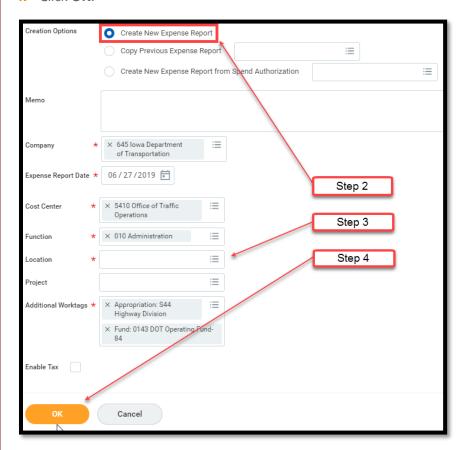
CREATE EXPENSE REPORTS

From the **Expenses** application:

- 1. Click the Create Expense Report button under Actions.
- 2. Select Create New Expense Report.
- **3.** Select your personal **Location** <u>not</u> where you traveled.
- 4. Click OK.



5. To add a new expense item, you will click the Add button



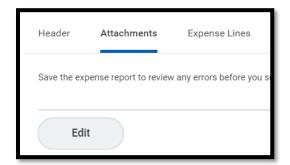


6. Complete all required fields, which may include **Date**, **Expense Item**, **Quantity**, **Per Unit Amount**, **Total Amount**, and **Memo**.



Note: You can add additional expense items by clicking the button from Step 5. Or you can delete a line item by clicking 🔟 .

- 7. Attaching Receipts.
 - **a.** Click **Attachments** in the top row and then click **Edit** to open the screen to drag and drop or upload your receipts. They can be saved all in one file.



- **b.** Click **Save** once your document has been uploaded.
- **8.** You can finish the report by clicking **Submit** or if you think you will add more later you can select **Save for Later**.

